

UNITED STATES EUROPEAN COMMAND  
UNIT 30400, BOX 1000  
APO 09128

DIRECTIVE  
NUMBER 10-2

23 Nov 96

**POSTAL AND COURIER SERVICES**

HQ USEUCOM Courier Service

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1. **Summary.** This Directive provides policy and procedures for operation of the HQ USEUCOM Courier Service and use of the Defense Courier Service (DCS).
  2. **Applicability.** This Directive applies to all USEUCOM directorates/ staff offices, subordinate elements and component command headquarters.
  3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** ECJ1-AA is the proponent for this directive. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.
  5. **Definitions.**
    - a. Courier. Individual designated to transport documents and time sensitive information.
    - b. Courier Materials. Items to be transported by the courier. These items are limited to classified materials and unclassified **time sensitive** materials.
    - c. Defense Courier Service (DCS). An international network of couriers and courier stations for the expeditious, cost-effective and secure transmission of qualified classified documents and material.
  6. **Policy.**
    - a. Headquarters, U.S. European Command will operate an official courier service for transmitting classified materials and unclassified time sensitive materials between HQ USEUCOM, SHAPE, JAC, USAREUR, USAFE, USNAVEUR.
    - \* b. Priority for use of the courier is for classified (TOP SECRET or higher) and time sensitive materials and is not intended as a substitute for other commonly accepted means of transmitting information, e.g., message, electronic transmission, mail and Defense Courier Service.
    - c. Materials classified SECRET or lower and unclassified will be transported by the HQ USEUCOM Courier on a space available basis.

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This Directive supersedes ED 10-2, dated 9 Jun 95.

Unclassified materials will not be accounted for by ECJ1-A, the courier or recipients.

7. **Responsibilities.**

a. HQ USEUCOM Adjutant General (ECJ1-A) will:

- (1). Operate the HQ USEUCOM Courier Service.
- (2). Task HQ USEUCOM directorates/staff offices to provide couriers on a fair share basis of eligible personnel.
- (3). Serve as the point of contact between HQ USEUCOM, SHAPE, JAC and the component headquarters.
- (4). Brief couriers and provide couriers with a list of personnel authorized to receipt for materials.
- (5). Transport the courier and materials to and from the airfield of departure.

b. HQ USEUCOM directorates/  
staff offices will:

- (1). Provide couriers on a fair share basis of eligible personnel. Eligible couriers must:
  - (a). Possess a final SCI Clearance and a final COSMIC TOP SECRET ATOMAL clearance.
  - (b). Be a Commissioned Officer O-4 and below, Warrant Officer or Enlisted.
- (2). Ensure that only items that must be transported by courier are entered into the courier system.

c. HQ USEUCOM ECJ2-SSO will:

- (1). Prepare courier orders.
- (2). Brief couriers that are transporting SCI material.

d. SHAPE, JAC, and component headquarters will:

- (1). Designate a single office as the point of contact for sending and receiving courier materials.
- (2). Provide HQ USEUCOM ECJ1-A with a list of personnel authorized to receipt for courier materials.
- (3). Ensure that only items that must be transported by courier are entered into the courier system.

e. Couriers will:

- (1). Properly safeguard and deliver all materials to proper addressees.

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This Directive supersedes ED 10-2, dated 9 Jun 95.

(2). Comply with courier instructions provided on their day of duty.

8. **Procedures.**

\* a. The HQ USEUCOM Courier will operate from HQ USEUCOM one day per week, normally Wednesday, and will service Supreme Headquarters Allied Powers Europe (SHAPE), the Joint Analysis Center (JAC), Headquarters U.S. Army Europe (USAREUR), Headquarters, U.S. Air Forces Europe (USAFE), and Headquarters, U.S. Navy Europe (USNAVEUR).

\* b. During weeks that contain U.S. or local holidays that may effect the use air space or noise restrictions, the day of the flight will be adjusted by ECJ1-AA.

\* c. See Appendix A for a map of the Courier's route.

\* d. See Appendix B for a schedule of estimated arrival and departure times for the Courier.

e. The courier will take possession of all materials for delivery. Materials will be delivered to properly identified personnel at each location, and other materials will be collected, as required. Upon return to HQ USEUCOM all non-SCI materials will be returned to ECJ1-A and SCI materials will be returned to ECJ2-SSO. All couriers are responsible for properly safeguarding and disposing of all materials entrusted to them.

f. Personnel at SHAPE, JAC and component headquarters must meet the courier at the appointed times as the courier schedule is extremely constrained by crew rest provisions as well as the overall duty day at all locations. Every effort must be made to adhere to the courier schedule.

(1). Major schedule changes (airfield closures) will be tele-phonically reported to HQ USEUCOM in advance of affected flight. Those initiated by HQ USEUCOM (cancel-lations) will be telephonically provided to all stops.

(2). Last minute or minor schedule changes (up to one hour delays) will be radioed by the aircraft pilot to supporting tower personnel at the affected airfield.

(3). It is the responsibility of personnel meeting the courier to keep abreast of changes in actual flight arrivals by maintaining contact with local tower personnel. Personnel should be at the respective airfield 10 to 15 minutes prior to the courier flight's arrival.

(4). Couriers will be instructed to attempt to tele-phonically contact personnel meeting the courier, if when the courier flight lands, no one is waiting. Couriers will wait a maximum of 20 minutes for no shows if unable to telephonically contact anyone.

(5). Personnel must possess proper level security clearance and be on the list of personnel authorized to receipt for courier materials. It is the

responsibility of SHAPE, JAC and component head-quarters to ensure the list is kept up-to-date.

(6). Couriers will not deliver to personnel who are not listed or who do not properly identify themselves.

9. Preparation of Courier Material for Transmission.

a. Material to be transported via the courier will be enclosed in a sealed opaque envelope or sealed opaque container, such as a box or heavy wrapping.

b. Sealed envelopes or containers **will not** show complete mailing addresses. A simple one or two line address should be sufficient.

c. Sealed envelopes or containers **will be** clearly marked **VIA COURIER** in large black block letters.

d. Directorates/activities preparing material for dispatch will prepare HQ USEUCOM Form 10-2-R, in duplicate, prior to delivery to ECJ1-A.

e. During duty hours, courier materials can be delivered to ECJ1-A, room 109, building 2302.

f. Small volumes of controlled and noncontrolled material should be delivered to ECJ1-A by the **CLOSE OF BUSINESS** on the day preceding the day of dispatch.

g. Large volumes of material must be delivered two work days prior to dispatch of the next courier.

h. Transportation of bulky material/large boxes must be coordinated through ECJ1-A prior to delivery to ECJ1-A. ECJ1-A will coordinate with Flight Operations to ensure that adequate space is available on aircraft.

10. Travel Orders. HQ USEUCOM Couriers will travel without written travel orders. Individuals are eligible for per diem payments when gone from the Greater Stuttgart Area for periods in excess of 10 hours. Gone from Greater Stuttgart Area means departure from the Stuttgart Army Airfield until return to the Stuttgart Army Airfield. Couriers will have the TDY Orders prepared by their assigned activity, up to and including item 19 of the DD Form 1610 (i.e., A courier from J3 will have the TDY Orders prepared by J3). Once items 17 and 18 of the DD Form 1610 have been signed by the requesting activity, the TDY Orders will be delivered to the OMDC (Official Mail and Distribution Center) for necessary fund cite and completion of the orders. OMDC will then return the orders to the courier for filing of the settlement voucher.

11. Use of Defense Courier Service.

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\* a. The DCS courier stops at HQ USEUCOM every other Tuesday. Materials to be transmitted by DCS should be turned over to the HQ USEUCOM OMDC by CLOSE OF BUSINESS the Monday before dispatch.

b. Materials will be accompanied by a DCS Form 1, with only blocks (d), (e) and (f) completed. OMDC personnel will sign for receipt of the material and complete a new DCS Form 1 that transmits all materials the OMDC has for the DCS courier.

c. OMDC personnel will receipt for all incoming materials from DCS bearing the OMDC account number. ECJ2-SSO will receipt for all incoming materials bearing their account number.

d. OMDC personnel will notify activities when they have materials from the DCS courier for pick-up.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON, III  
Lieutenant General, USA  
Chief of Staff

SUSAN M. MEYER  
LTC, USA  
Adjutant General

DISTRIBUTION:  
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APPENDIXES:  
A - Courier Route  
B - Courier Schedule  
C - HQ USEUCOM Form 10-2-R  
D - DCS Form 1

APPENDIX C  
CLASSIFIED COURIER RECEIPT

ORIGINATING OFFICE: \_\_\_\_\_

DATE: \_\_\_\_\_

ITEM	CONTROL NUMBER	CLASSIFICATION	ADDRESSEE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

\_\_\_\_\_  
PRINTED NAME/RANK OF ORIGINATOR

\_\_\_\_\_  
PRINTED NAME/RANK OF RECEIVER

\_\_\_\_\_  
OFFICE SYMBOL & PHONE NUMBER

\_\_\_\_\_  
OFFICE SYMBOL & PHONE NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE



## APPENDIX B

## COURIER SCHEDULE

0645	Courier receives SCI material from SSO
0700	Courier receives collateral material from ECJ1-A
0715	Courier departs Patch Barracks
0745	Courier arrives Echterdingen Army Airfield
0815	Courier departs Echterdingen Army Airfield
0945	Courier arrives RAF Northolt (NAVEUR)
1015	Courier departs RAF Northolt
1045	Courier arrives RAF Mildenhall (JAC)
1145	Courier departs RAF Mildenhall
1345	Courier arrives Chievres (SHAPE)
1415	Courier departs Chievres
1515	Courier arrives Ramstein AB (USAFE)
1545	Courier departs Ramstein AB
1615	Courier arrives Heidelberg Army Airfield (USAREUR)
1645	Courier departs Heidelberg Army Airfield
1715	Courier arrives Echterdingen Army Airfield
1730	Courier departs Echterdingen Army Airfield
1800	Courier arrives Patch Barracks and completes mission by turning materials over to ECJ1-A and SSO.

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